



Job Announcement

Outreach Specialist

Position Description

The Pacific Northwest Pollution Prevention Resource Center (PPRC) is seeking a part-time Outreach Specialist to support Eco-Logical Business Program (EcoBiz) services. This position will provide boots-on-the-ground technical assistance and support to automotive and landscaping businesses in the Portland area working toward EcoBiz certification. The PPRC Outreach Specialist will work under the direction of the Oregon Manager, and in collaboration with other PPRC staff members.

Background

PPRC is the leading regional nonprofit organization providing practical on-the-ground technical assistance and resources to businesses, public agencies, communities, and other nonprofits seeking to conserve resources and improve economic performance. PPRC has been in operation for 24 years; incorporated in the State of Washington, with headquarters in Seattle, WA and staff based in Portland, OR; Joseph, OR; and West Seattle, WA (www.pprc.org)

EcoBiz is a voluntary certification recognizing Oregon businesses that adopt best practices to minimize use of toxic chemicals, eliminate stormwater pollution, prevent spills, and reduce air, water, and hazardous waste pollution. To qualify, eligible businesses must meet all legal and program requirements outlined in the EcoBiz Checklist, and complete a site evaluation from PPRC, Oregon Department of Environmental Quality, and the local water authority. Once certified, businesses are listed on the programs website (www.ecobiz.org) included in promotional activities and trainings, and given free use of the EcoBiz logo.

Responsibilities

- Identifying and contacting businesses interested in applying for certification;
- Traveling to businesses throughout the Portland Metro Region, mainly using personal vehicle;
- Completing environmental evaluations based on EcoBiz requirements;
- Assisting with the completion of EcoBiz application;
- Creating 3-5 page reports outlining the steps for need final certification;
- Conducting follow up visits to encourage adoption of best practices;
- Entering contact information, and logging calls and resources into the EcoBiz database;

- Estimating and tracking pollution prevention and reduction metrics related to recommended practices (*hazardous waste, green house gas emissions, gallons of water, dollars saved, etc.*);
- Reporting on all activities for local and federal partners; and
- Conducting limited speaking engagements and presentations at meetings with individual businesses and organizations such as industry trade associations

Skills

- Highly organized and motivated, able to schedule and handle multiple tasks and projects at once;
- Comfortable working both independently and as part of a team, communicating with businesses and government partners;
- Experience or knowledge of automotive services and/or landscape industries preferable;
- Professional, friendly, outgoing, and enthusiastic personality, proactive attitude and entrepreneurial spirit.

Experience

- Bachelor's degree in business, resource conservation, planning, environmental science, or related areas.
- Minimum of three years working experience in business, public relations, government and public affairs, or other related areas, preferably for a business, association, organization, or agency that is related to natural resource conservation.
- Experience with Microsoft Office required;
- Experience with Adobe InDesign, Illustrator, and WordPress a plus
- Experience with technical writing or grant writing a plus.

Salary - \$17.50 per hour

Benefits - Stipend that can help offset health insurance. Vacation time, Sick and Safe time—all pro-rated for part-time employment.

Hours - Part-time, 20 hours per week.

Location - The position will be located in the successful candidate's home office in the Portland Metro Region.

To apply send cover letter and resume to: jobs@pprc.org, or PPRC, Outreach Specialist, 2101 Fourth Ave., Suite 1080, Seattle, WA 98121. NO TELEPHONE CALLS PLEASE.

Closing date: April 30, 2015.